

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: April 6, 2016
No.: M12-16

CLASSIFICATION TITLE
EXECUTIVE ASSISTANT
(CANTON CITY HEALTH DEPARTMENT)

SALARY RANGE
\$40,047 – \$57,631

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of their valid State of Ohio Driver’s License, a current, detailed resume and any other documentation pertaining to this position must be on file no later than **Thursday, April 28, 2016 at 3:30 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702.

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base and other related areas.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant shall have no felony convictions.

MINIMUM QUALIFICATIONS

Applicants must have a minimum of a high school education with at least two (2) years of training in a college or university, must have a minimum of three (3) years of experience as an administrative assistant, secretary, or similar position, must possess a valid Ohio driver’s license with a good driving record, and must be able to pass a criminal background investigation.

Must possess required knowledge, skills, abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Must be proficient in PC operation, the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools; must have the ability to interpret and apply Federal & State regulations, procedures, and policies into all aspects of the work; Applicant must have the ability to communicate clearly and concisely, both orally and in writing. Have the ability to record, organize, analyze and present data with accuracy, thoroughness with attention to detail. The ability to accurately perform arithmetic and algebraic calculations; use desk calculator, tables, charts, and other aids for data manipulation and display. Must be able to provide exceptional customer service to the staff and public; must be able to sit for long periods of time, able to stand, bend and stretch to access various physical filing systems.

A person in this classification works primarily in a climate controlled office environment. Must be able to type on a keyboard with accuracy and speed. A person in this classification will be expected to respond to public health emergencies and perform similar administrative duties.

ESSENTIAL DUTIES

Examples of work include: prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software; conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors; read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution; perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work; file and retrieve corporate documents, records, and reports; maintains current knowledge of organizational policies and procedures, federal and state policies, and directives; answer phones, greet visitors, open and read mail (including email) and directs it to the appropriate individual; serves as the Deputy Vital Statistics Registrar for the department; serves as the Accreditation Coordinator for the health department for Public Health Accreditation; serves and the assistant to the Board of Health which is responsible for minutes, board records, reports, agendas, correspondence, and other Board of Health administration duties; performs other duties as assigned.

OTHER DUTIES

Acts as a liaison between the Health Department and the City of Canton for administrative purposes. Functions as the email administrator for the department.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.
THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver’s License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) years and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, and type of disability or any other non-merit factor.

POSITION SUMMARY

This is an advanced, responsible and highly confidential position. Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, keeping meeting minutes, receiving visitors, arranging conference calls, and scheduling meetings. Will train and supervise lower-level clerical staff. Serves as the records custodian for the Canton City Health Department and the Canton City Board of Health. This position will also serve as the Accreditation Coordinator. Reports to the Fiscal Officer.